



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Recreation Department

### Assistant Summer Camp Director

#### Job Description

#### **Job Summary**

Under the supervision of the Assistant Recreation Director; the Assistant Camp Directors is responsible for assisting Camp Directors with the administration and coordination of the Summer Camp Program held in Barrington, NH. The successful applicant will have prior leadership experience in a camp setting with a background in recreation. Excellent organizational and communication skills are required.

#### **Position details:**

- 40 hours per week
- Camp Dates: Monday – Friday: June 27 – August 19
- Staff Training Dates Required in May and early June TBD
- Camp Set Up: June 20-24

#### **Supervision Received**

Summer Camp Directors

#### **Supervision Exercised**

Part-Time & Seasonal Staff

#### **Examples of Duties and Responsibilities**

- Works under the general supervision of the Assistant Recreation Director and Camp Directors
- Assist with the inventory of camp supplies and order any additional supplies required prior to the start of camp
- Assist in the setup, break down and organization of camp areas
- Assist the Activities Coordinator in the planning of daily activities
- Assist the Camp Directors complete an inventory report at the end of camp.
- Supervise the safety and accident prevention of all day camp staff and participants.
- Supervise participants, resolve behavioral issues, and communicate with parents as needed.
- Adhere to all guidelines outlined in the Summer Camp Employment Manual.
- Assist in seasonal, weekly, and daily planning and implementation of the day camp program.
- Organize and maintain the cleanliness of the day camp facilities, supplies, and equipment.
- Distribute and collect handouts and parent release forms for field trips.
- Perform daily check ins with staff
- Acts as a liaison between the Recreation Department, campers, and parents.
- Ensure participants, staff and parents are adhering to COVID-19 day camp guidelines.
- Other duties as assigned.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

#### **Knowledge, Skills, and Abilities**

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in camp and/or college courses in recreation, are preferred but not required.
- Knowledge of day camp settings.
- Excellent professional verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

#### **Working Conditions and Physical Demands**

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required. Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required									
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	<b>Work Surface(s)</b> Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Push/Pull: Frequently required									
<b>Hand Manipulation</b>									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	<b>During an 8 Hour Day Employee is Required to:</b> <table> <tr> <th>Consecutive Hours</th><th>Total Hours</th></tr> <tr> <td>Sit: approximately 2</td><td>Up to 8</td></tr> <tr> <td>Stand: less than 1</td><td>Less than 8</td></tr> <tr> <td>Walk: less than 1</td><td>Less than 2</td></tr> </table>	Consecutive Hours	Total Hours	Sit: approximately 2	Up to 8	Stand: less than 1	Less than 8	Walk: less than 1	Less than 2
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